

PROGRAM ADMINISTRATOR (HEALTH EMERGENCY PREPAREDNESS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class plans, develops, implements and evaluates emergency preparedness programs for the Westchester County Department of Health, related to public health threats, which may include outbreaks of infectious disease, weather related disasters, acts of bioterrorism or other public health emergencies. Incumbents serve on various county, regional, statewide and Federal taskforces in order to facilitate and coordinate emergency preparedness activities. Incumbents exercise independence judgment in carrying out program objectives while in accordance with county, state and Federal laws, orders and policies. Supervision may be exercised over a small number of professional staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements the Westchester County Department of Health emergency preparedness plan and other emergency response policies; integrates such plans and policies with department functions;

Coordinates with Federal, state, local and private agencies to amalgamate comprehensive and cohesive public health related preparedness plans;

Coordinates with local municipalities, public and volunteer organizations, the New York State Department of Health and other County departments on developing and maintaining a bioterrorism response plan;

Develops exercise scenarios and participates in training exercises, in coordination with the Department of Emergency Services, to test bioterrorism response plans;

Assists in the preparation of training programs and exercise scenarios for emergency management personnel as required; assesses staff readiness skills and identifies training needs;

Assesses community resources and needs regarding response to bioterrorism or other public health threats and works to ensure compliance with public health preparedness plans;

Responds to inquiries for information related to Westchester County's health related emergency management programs and coordinates the development and distribution of public information;

Monitors multiple grant funded programs and activities to ensure compliance with various grant requirements and prepares quarterly reports of such;

Inspects and maintains an emergency preparedness inventory for all Health Department equipment in accordance with mandated guidelines;

Assists in the recruitment and organization of volunteers to ensure adequate staffing during emergency response situations;

Represents the Health Department at program-related meetings or conferences with healthcare organizations, governmental agencies, community groups and the public;

EXAMPLES OF WORK: (Cont'd.)

Acts as the administrator for local and state information systems; monitoring employee accounts and ensuring compliance with various information systems requirements including training, surveys, notifications, etc...

Will be required to staff the County's Emergency Operations Center or other emergency management operations, during emergency activations and to work non-business hours during emergencies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public health principles, practices and administration; good knowledge of county, state and federal laws and plans relating to emergency management activities; good knowledge of the varied situations, factors and consequences to consider and incorporate in emergency management plans; knowledge of the basic principles of epidemiology, outbreak management and response; ability to prepare feasible and realistic emergency management plans; ability to read, interpret and apply federal and state laws, rules and regulations as they relate to emergency management planning; ability to establish and maintain cooperative working relationships with public and private agency officials; ability to plan and supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; excellent interpersonal and communication skills; sound professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's or Master's Degree* in Emergency Management or closely related field and two years of experience where the primary function of the position was in the preparation, mitigation, response and/or recovery of emergency situations for a government entity.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid driver's license to operate a motor vehicle in the State of New York at the time of appointment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.